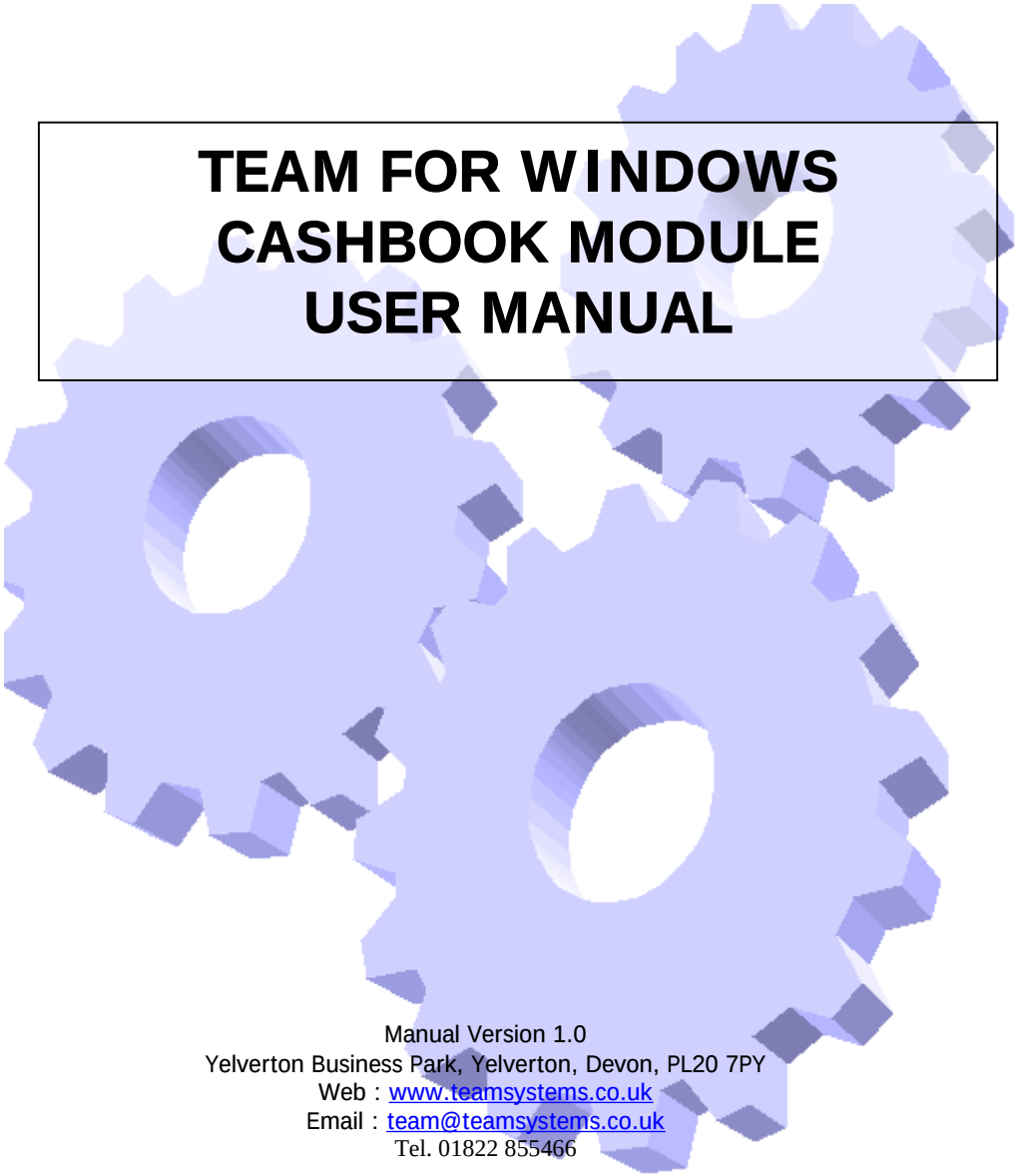
TEAM FOR WINDOWS
CASHBOOK MODULE
USER MANUAL



Manual Version 1.0
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CONTENTS

CONTENTS 3
1 WELCOME 4
2 INSTALLATION & SETUP 5
2.01 General Information 5
2.02 Cashbook Setup Checklist 7
2.03 Setting Up Cashbook Bank Accounts 8
2.04 Setup the Default Bank Accounts 11
2.05 Hiding Unwanted Transactions 13
2.06 Setting up Opening Statement Balances 15
3 RECONCILIATION 18
3.01 General Information 18
3.02 Reconciling Your Bank Statement 18
3.03 Reconciling Your Till / Petty Cash 20
3.04 Correction of Mis-Postings 21
4 TRANSFERS AND POSTINGS 23
4.01 Transfer between Bank Accounts 23
4.02 Depositing / Withdrawals from Accounts 24
4.03 Cash up Procedure 25
5 OTHER CASHBOOK FUNCTIONS 26
5.01 Printing Reconciled Statements 26
5.02 Printing an Audit Trail 26
5.03 Bank Account Audit Drill Down 27
5.04 Security and Passwords 27
6 CONTACT / SUPPORT 28

1 WELCOME

This booklet is designed to be a starting guide and reference to using the TEAM for windows Cashbook module.

Self-help for tyres

Cashbook modules are common place in most accounting software. The Cashbook is designed to allow you to track payments to and from your company. Part of this process is known as reconciliation.

The purpose of reconciliation is to allow you to find discrepancies between your accounting system and the actual payments made. These discrepancies are NOT Errors within the TEAM program, but in most cases omission errors in posting, on either the accounting or physical levels. The cashbook module will not stop these discrepancies, but allow you to compare your entered data with other financial documents, bank statements for example.

You can also use the cashbook to analyse the petty cash, or till as part of the cashing up procedure by the use of audit trail functions and reports.

TEAM produces an easy to use interface for you to process your cashbook accounting, and will simplify what in most cases can be a long winded accountancy task. That being said we STRONGLY RECOMMEND this module is only used by qualified Accountants, or people with a considerable amount of accounting knowledge. The nature of cashbook accounting requires a specific number of tasks and transaction postings to be processed on a regular basis.

TEAM Systems

2 INSTALLATION & SETUP

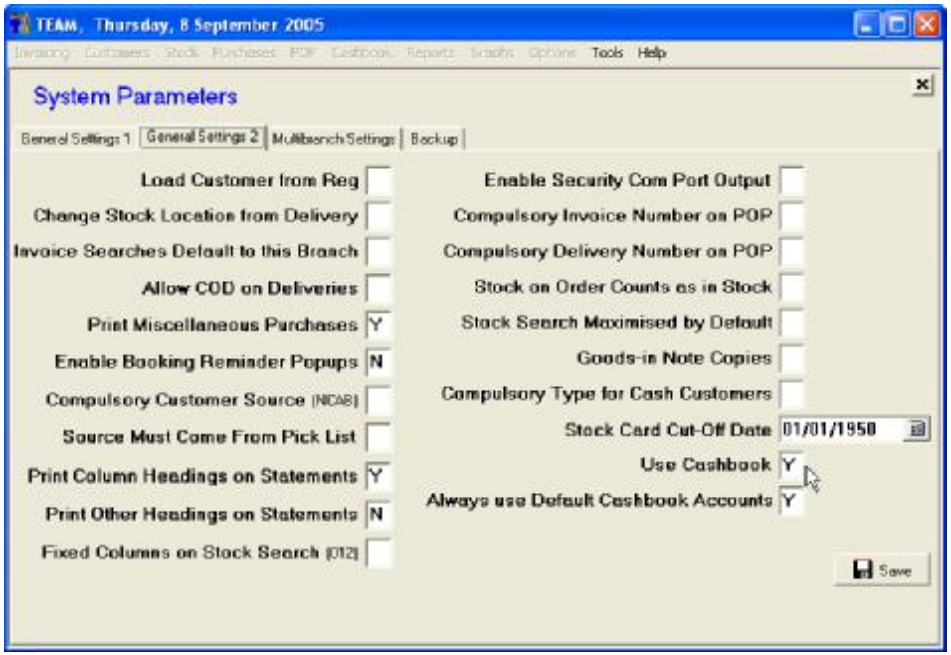
2.01 General Information

TEAM Cashbook has been included as part of TEAM from versions 1.70.

The TEAM cashbook module requires planning and considerable setting up before you can start using it. We strongly advise you to plan your cashbook implementation with your accountant.

IMPORTANT NOTE:
If you setup the cashbook up incorrectly it may be impossible to correct the mistakes on transactions already posted. TEAM Systems cannot advise you how to setup your cashbook as the cashbook is individual to each business. Errors made in the cashbook module will not affect other parts of the TEAM system , just the cashbook processes.

Cashbook can be activated through the parameters screen.


TEAM, Thursday, 8 September 2005
Tools Help
System Parameters
General Settings 1
General Settings 2
Multibranch Settings
Backup
Load Customer from Reg
Change Stock Location from Delivery
Invoice Searches Default to this Branch
Allow COD on Deliveries
Print Miscellaneous Purchases Y
Enable Booking Reminder Popups N
Compulsory Customer Source (NCAB)
Source Must Come From Pick List
Print Column Headings on Statements Y
Print Other Headings on Statements N
Fixed Columns on Stock Search (012)
Enable Security Com Port Output
Compulsory Invoice Number on POP
Compulsory Delivery Number on POP
Stock on Order Counts as in Stock
Stock Search Maximised by Default
Goods-in Note Copies
Compulsory Type for Cash Customers
Stock Card Cut-Off Date 01/01/1950
Use Cashbook Y
Always use Default Cashbook Accounts Y
Save

When “Use Cashbook” is selected two things happen in TEAM:

1 A new menu item will appear on the main TEAM menu called “Cashbook”. The Cashbook menu also has sub menu items.

2 A second option will appear on the parameters screen which allows you to enable the cashbook module to run with the default bank accounts. This means that any payments processed in TEAM will not prompt for the location of the payment, but will use the predefined default bank accounts. The setup of these is described later in this manual.

2.02 Cashbook Setup Checklist

Please use the following checklist as a guide, when you are setting up your cashbook module for the first time.

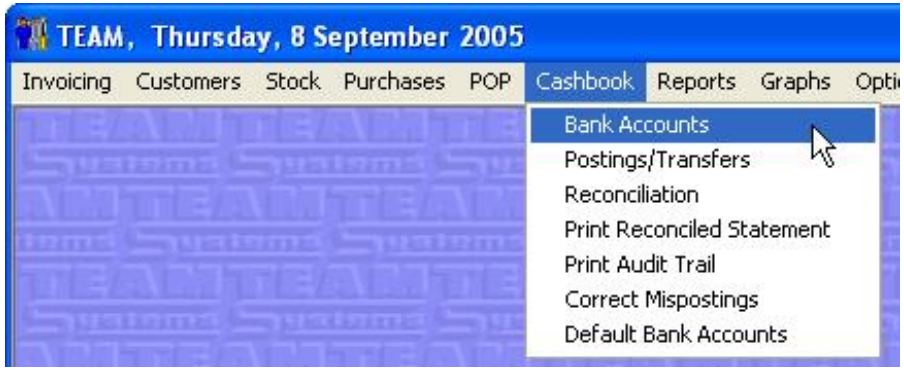
Check	Task	Description
	Setup Cashbook Bank Accounts	**You will need to setup an account for each of your physical money locations, bank accounts, petty cash tin, credit cards, and till or tills. This is dependant on the amount of detail required**
	Choose Default Bank Account or Select Bank Account	**You will have to decide if you want TEAM to ask for which bank accounts each payment is going to, or whether you would want each payment type to default to a cashbook bank account.**
	Setup Default Bank Accounts	**You must specify which payment types are linked to which cashbook bank account.**
	Hide all the old payments.	**Only payments between the initial setup date until you get your next bank statement are relevant and so the older payments must be ignored.**
	Post Cashbook Bank Account Opening Balances	**You will have to setup your bank account to the opening balance on your next bank statement, and set till opening balances as the initial float in the till. Etc**
	Reconcile Opening Balances	**Once the balances for each cashbook bank account are correct, you will have to run a reconciliation for each bank account to setup the balance brought forward figure for the next statement.**

	Finished	**Start using the cashbook module.**

2.03 Setting Up Cashbook Bank Accounts

The cashbook bank accounts are not necessarily actual bank accounts. The are any physical place that holds money. This could literally be the company bank account, a credit card account, a front till or number of tills, or even the petty cash tin under the counter.

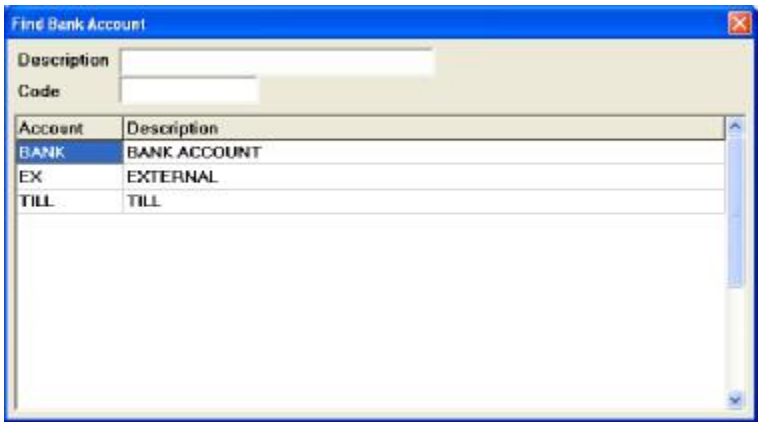
Depending on how you are going to want to analyse your data later decides on how many bank accounts you will be creating. Your accountant can advise you on this.



To enter Cashbook bank account details, select “Bank Accounts” from the Cashbook menu.

This will display the Bank Account Detail screen.

The standard key presses in the rest of TEAM are the same in the cashbook. To view or edit bank accounts already setup, you can press F4 and select one from the list.



To Add a new bank account you must first enter the Bank Account code. Once you have entered the bank account code and pressed the enter key, you can enter all the other bank account details. Most of these details are for your own reference only and are not mandatory.

2.03.01 Description

This is a more in-depth description of the bank account, for example “Lloyds TSB Business Account” etc.

2.03.02 Address, Postcode, Telephone, etc

The address, post code and telephone number of the bank account. If the bank account is literally a bank account the bank branch can be entered here, otherwise other information could be general location information, for example “Front Desk Till” etc

2.03.03 Account Number / Sort Code

You can put the bank account details here if required for reference purposes.

2.03.04 Account can be used for Petty Cash

Any Petty Cash transactions put through TEAM have to be linked to a cashbook bank account. Ticking this box allows this bank account to be used for petty cash transactions.

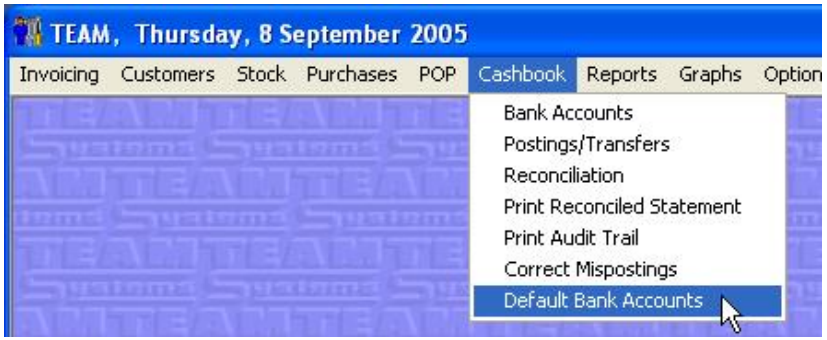
2.03.05 Set as Default “External” Account

When using the cashbook postings function you can select either a transfer between bank accounts, a withdrawal or a deposit. Withdrawals would take money out of a bank account to go to an external source. Deposits come from an external source into a bank account. This tick box allows you to specify that this bank account is the default bank account for external transactions. This account will be automatically selected when creating a withdrawal or deposit in cashbook posting.

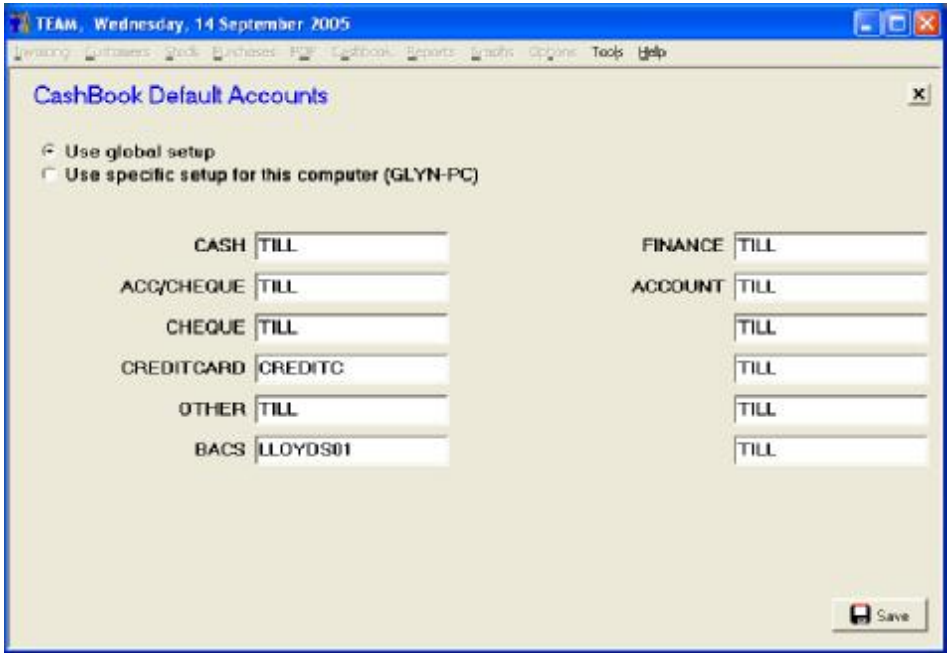
While in the Cashbook bank account screen, you can press the F8 key to get an audit trail for this bank account. You can also calculate the current balance, this figure is calculated on current information in TEAM and may not be the actual bank balance, if bank transactions have not been entered.

2.04 Setup the Default Bank Accounts

The default bank accounts can be defined in the “Default Bank Accounts” menu option under the cashbook menu.



The default bank accounts screen allows you to specify which payment defaults to which cashbook bank account.



These defaults can be set either globally or per machine. If you have not specified “Always Use Default CashBook Accounts” in the TEAM parameters, a selection box of cashbook bank accounts will appear every time you make a payment in or out of TEAM, so you can specify where the payment is actually going, straight into the bank or into the till etc, but the default account will be highlighted.

Turning the “Always Use Default CashBook Accounts” function in the parameter screen on will suppress the additional selection box after payment type and assume the default bank account for that payment type.

For example you can specify that every time an invoice in TEAM is paid by BACS that the money is allocated directly to your Bank’s Cashbook bank account rather than the till, so the transaction will appear on the bank’s cashbook account reconciliation to match your bank statement, and there would be no record in the till reconciliation, as the money did not actually go into the till.

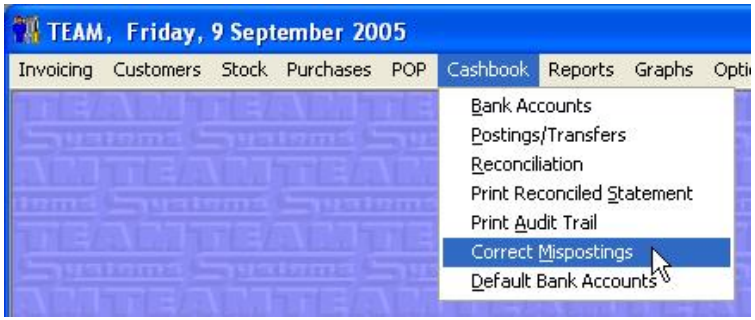
Another example is that you can specify that all invoices paid by CASH will allocate directly to the till, and not to the bank without asking at time of payment. This allows you reconcile the Till at cash up time. And then perform a cashbook transfer from the Till cashbook account to the Bank cashbook account when you physically take your takings to the bank.

If you are using the default bank account options you must be sure that you have mapped the payment types to the correct bank accounts, or you will not be able to reconcile your cashbook correctly.

2.05 Hiding Unwanted Transactions

When you first start using TEAM cashbook it will have picked up all your previous payments. At the time these payments were made, there would have been no bank accounts setup and so these transactions are assumed to be in the Till cashbook bank account. You will need to hide these transactions from the reconciliation, and to create opening balances for each cashbook bank account.

To hide the unwanted transactions you can go into "Correct Mispostings" on the Cashbook menu.

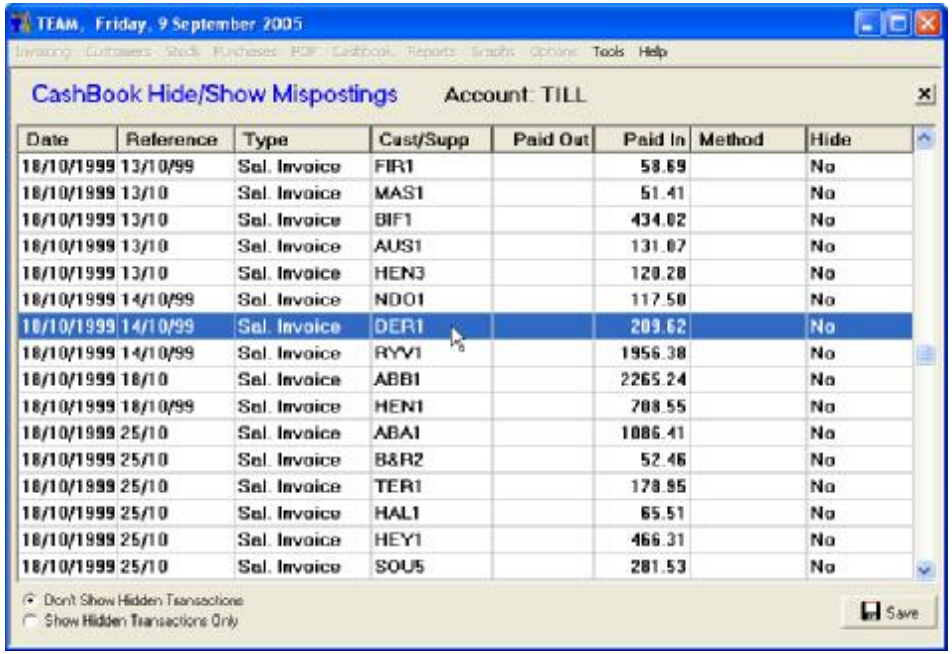


This screen will let you hide mis-postings or old transactions, from the reconciliation. First you will have to select your Till bank account from the picklist and then it will display the Hide/Show Mis-postings screen.

When setting up the cashbook for the first time you are going to want to hide possibly a very large number of transactions. You can do this by pressing the "F6 – Hide All Before a Date" key. This can be used to hide all the transactions up to the beginning of the current month or the date on your last bank statement.

Doing this will then only show current relevant payments on your next reconciliation. If you have hidden some transactions that actually should have been included on the reconciliation, you can use this screen to un-hide individual payments as well.

Remember all payments made or received up to the point at which you activated the cashbook module would almost definitely be allocated to the wrong bank account as they had not been setup at the time. It may be easier to hide all transactions up to the current date and then use cashbook postings to create opening balances for the current month.



Date	Reference	Type	Cust/Supp	Paid Out	Paid In	Method	Hide
18/10/1999	13/10/99	Sal. Invoice	FIR1		58.69		No
18/10/1999	13/10	Sal. Invoice	MAS1		51.41		No
18/10/1999	13/10	Sal. Invoice	BIF1		434.02		No
18/10/1999	13/10	Sal. Invoice	AUS1		131.07		No
18/10/1999	13/10	Sal. Invoice	HEN3		120.28		No
18/10/1999	14/10/99	Sal. Invoice	NDO1		117.50		No
18/10/1999	14/10/99	Sal. Invoice	DER1		209.62		No
18/10/1999	14/10/99	Sal. Invoice	RYV1		1956.38		No
18/10/1999	18/10	Sal. Invoice	ABB1		2265.24		No
18/10/1999	18/10/99	Sal. Invoice	HEN1		708.55		No
18/10/1999	25/10	Sal. Invoice	ABA1		1086.41		No
18/10/1999	25/10	Sal. Invoice	B&R2		52.46		No
18/10/1999	25/10	Sal. Invoice	TER1		178.95		No
18/10/1999	25/10	Sal. Invoice	HAL1		65.51		No
18/10/1999	25/10	Sal. Invoice	HEY1		466.31		No
18/10/1999	25/10	Sal. Invoice	SOU5		281.53		No

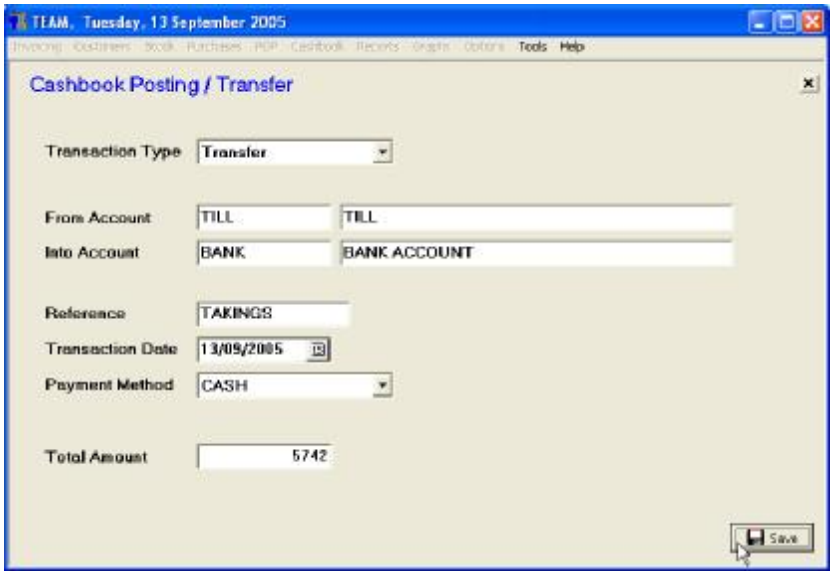
At the time of reconciliation it may be necessary to come back to this screen and hide all the transactions prior to the start of the bank statement you are reconciling.

2.06 Setting up Opening Statement Balances

On the Initial setup of the Cashbook module you will have to enter an opening balance for each cashbook bank account. Unless you create an opening balance, i.e. a starting point, you will find reconciliation more difficult. After the first reconciliation has been run TEAM will automatically calculate your opening and closing balances. The opening balances for the tills or petty cash tins, etc can be setup at any time. The Physical bank accounts cannot be setup until you have a statement from the bank or credit card company.

2.06.01 Setting up Till Opening Balances

No matter how you organize your till or pettycash, at some point you will either cash up the till to take money to the bank or put a float back into the till. This can be done at any time, but every time this is physically done it has to be recorded in the cashbook module. The first time to do this you will have to hide all the old transactions, and create an opening balance. You could use the next mornings float as the opening balance. At the end of the day you can cash up the till and reconcile the till cashbook account.



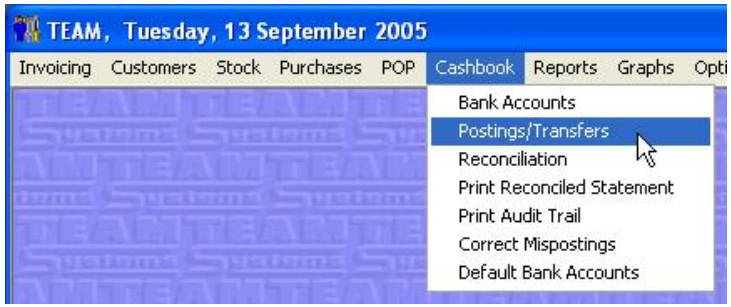
If you are taking funds out of the till to the bank, this must be recorded in TEAM with a Transfer between your Till cashbook account and you Bank cashbook account. This transfer will produce a transaction on the bank reconciliation which will match a deposit on the statement to the bank account, while at the same time lower the balance on the till.

Please note, depending on how your bank statement displays your bank deposits, you may want to transfer cash and cheque totals separately.

If for example you take money out of till and store it in a safe and then bank the funds every other day, you may want to create a safe cashbook account so the dates of banking match the bank statement whilst keeping the tills correct.

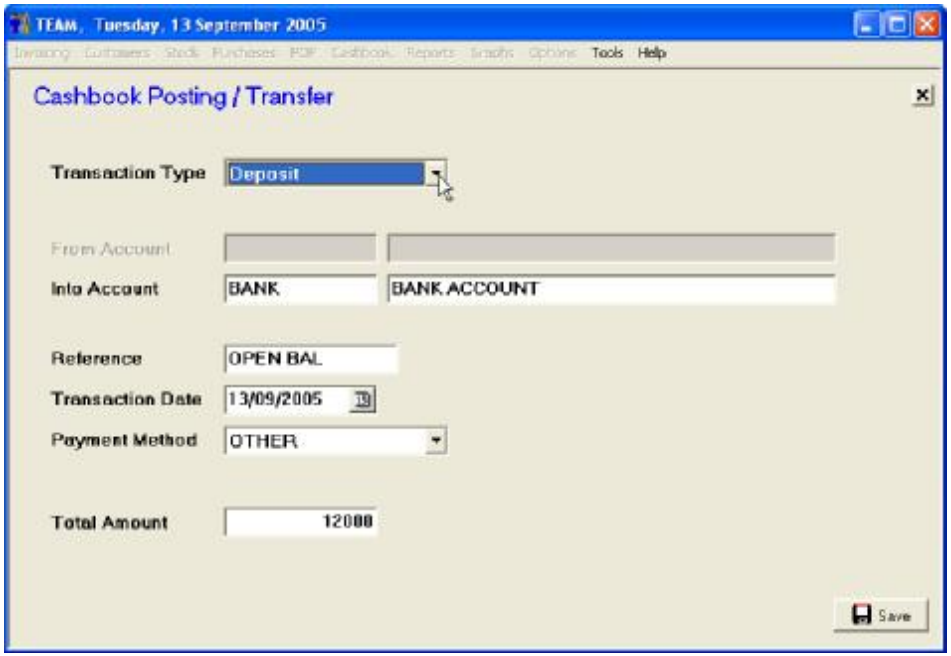
2.06.02 Setting up Bank Account Opening Balances

When you receive your bank statement, you should first go into your cashbook bank account and check if there are any un-reconciled transactions, that are previous to the bank statement, if there are they will have to be hidden using the Correct Mispostings option from the menu. Next you have to enter the bank statements opening balance and this can be done through the cashbook “Postings/Transfers” menu option.



The cashbook postings and transfers screen allows you to move funds between the setup bank accounts. This screen also allows you to deposit or withdrawal from cashbook bank accounts. In this case we are going to Deposit an opening balance into the TEAM cashbook bank account to align it with the actual bank account statement.

Once in the cashbook postings screen select the relevant account, and enter the opening balance of your bank statement, with the date at the start of the statement. Once these details are correct, click the save button to post the deposit.



When you reconcile you bank statement there will be the opening balance transaction, and lots of other transactions. The first reconciliation may have transactions missing or additional transactions present from transactions that were processed before the cashbook module was enabled. At this point you should note the difference, and then make another posting for the difference, and then reconcile your bank statement. The closing balance on the statement will now be the opening balance on the next statement and as long as all bank related transactions are posted into TEAM and the cashbook has been setup correctly, the next statement should match the next cashbook reconciliation.

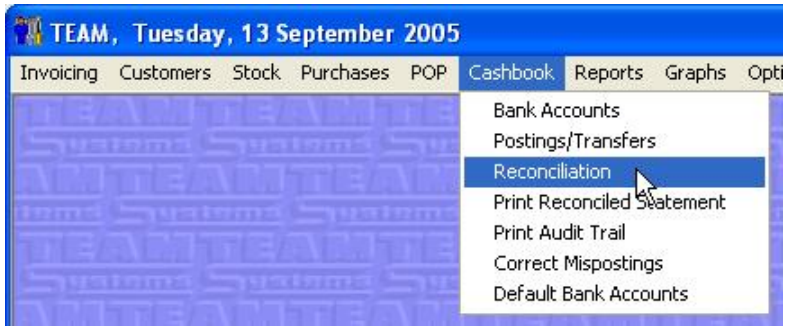
3 RECONCILIATION

3.01 General Information

Reconciliation is the process where you compare your bank statement with payments entered into TEAM. This could be run for your bank accounts, creditcards, tills or any place where funds are actually stored.

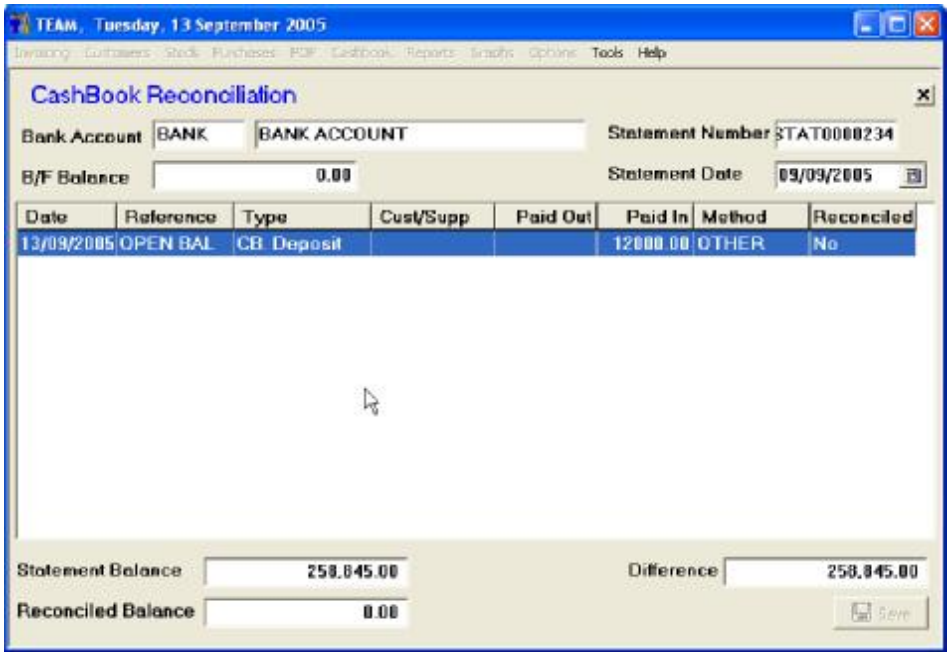
3.02 Reconciling Your Bank Statement

To reconcile your bank statement, select “Reconciliation” from the cashbook menu.



This will display the reconciliation details screen. Select the bank account you wish to reconcile. Enter the bank statement number or reference. The date and enter the closing balance of the bank statement. If you are reconciling a till the statement number must be a unique reference, for example: TILL-31-09-05

When this information has been entered, click the OK button to continue to the reconciliation screen.



This screen will show the brought forward balance from the previous statement, and will list all the payments, transfers, deposits and withdrawals made to and from this bank account. You can then match each transaction to the bank statement and reconcile each line by pressing the space bar to include that transaction in the reconciliation. You can select all transactions by pressing the F6 key. Pressing the Space Bar while a reconciled line is selected will un-reconcile the line, removing that transactions balance from the reconciled total.

At the bottom of the reconciliation screen there are totals for what the statement balance should be, the total of reconciled payments, and the difference between the two. You cannot save the reconciliation until the statement balance matches the reconciled balance.

Once the balances match you can save the reconciliation ready for next months statement. The saved reconciliation can be printed at any time from the "Print Reconciled Statement" menu option.

If there is a difference, you will have to manually go through all the transactions and find which transactions are missing or in addition, or incorrect to the bank statement. Differences can occur for many reasons such as:

- A transaction in TEAM was not allocated to the correct bank account.
- A deposit or withdrawal from the bank account was not recorded in TEAM.
- Multiple payments in TEAM have been recorded in a lump sum on the bank statement.
- Payments may have been hidden for some reason.

Remember you are trying to match the transactions in TEAM to the transactions on the bank statement and some might be grouped together.

If you are having trouble finding the differences, you will have to contact your accountant for advice. TEAM Systems cannot reconcile you bank statements for you. As a last resort you can use the transfers and postings screen to post a deposit or withdrawal to correct the differences.

3.03 Reconciling Your Till / Petty Cash

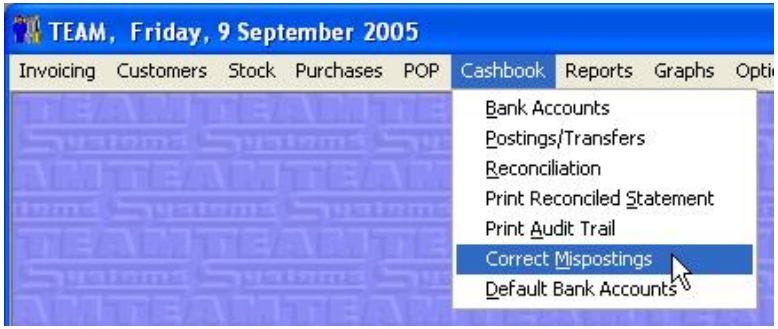
This is done in an almost identical way to reconciling you bank account. The difference would be the reconciliation balance would be the actual total in the till, and you are comparing the cheques / cash in the till to the transactions listed on the screen. As with the bank reconciliation the till cannot be reconciled until the balances match.

The opening balance of the next reconciliation will be the closing balance of the previous reconciliation, so don't forget if you've taken funds out of the till for banking after the reconciliation the next opening balance will still include the transfer amount. For this reason you may want to post a transfer out of the till before you process your reconciliation.

3.04 Correction of Mis-Postings

In some cases there could be a transaction in TEAM, that was entered mistakenly, or corrections or adjustments not posted correctly and they could cause a problem with the reconciliation processes.

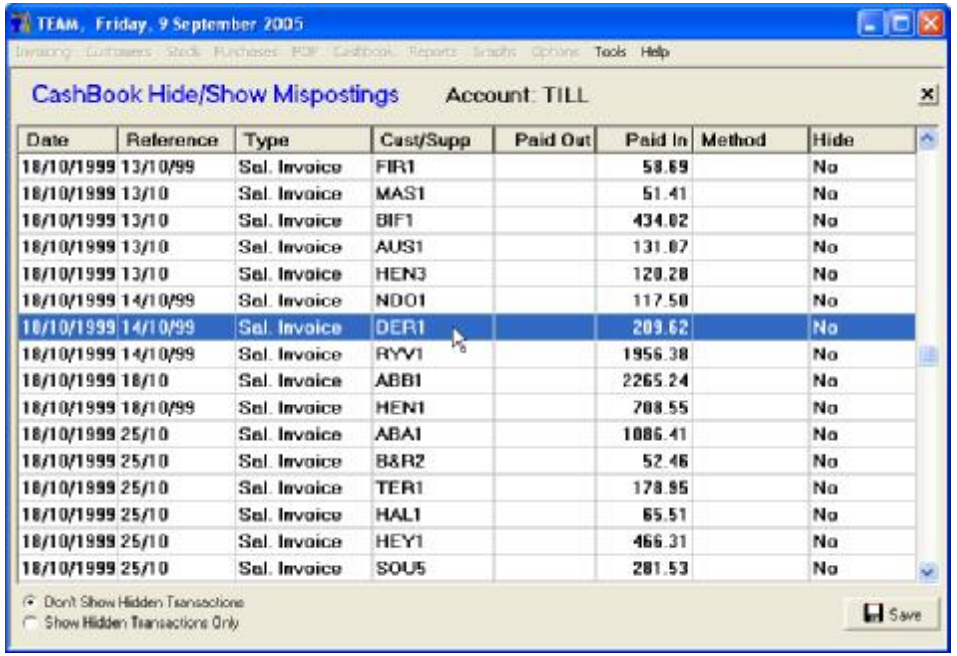
All older transactions posted before the initiation of the cashbook module will be irrelevant, and will not need to be displayed on the reconciliation screen. These mis-postings or corrections can be hidden from the reconciliation screen using the "Correct Mis-posting" Menu item on the cashbook menu.



This option will ask your to pick the cashbook bank account, and then will display all transactions. You can select to hide or show individual cashbook transaction from the reconciliation screen. This function does not delete or remove transactions, it only hides the transactions from the reconciliation process.

If you are going to want to hide a large number of transactions in one go. You can do this by pressing the "F6 – Hide All Before a Date" key. This can be used to hide all the transactions up to a selected date.

You can hide an individual transaction by pressing the space bar on the highlighted line.

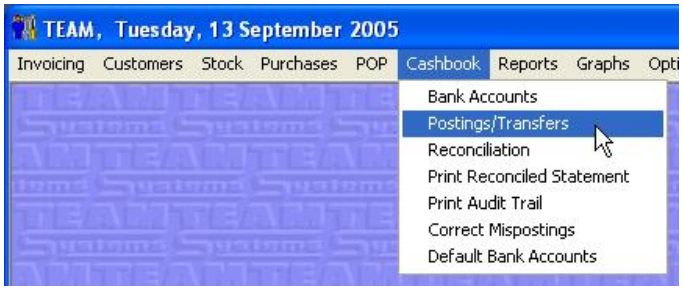

TEAM, Friday, 9 September 2005
Tools
Help
CashBook Hide/Show Mispostings
Account: TILL
Date
Reference
Type
Cust/Supp
Paid Out
Paid In
Method
Hide
18/10/1999 13/10/99 Sal. Invoice FIR1 58.69 No
18/10/1999 13/10 Sal. Invoice MAS1 51.41 No
18/10/1999 13/10 Sal. Invoice BIF1 434.02 No
18/10/1999 13/10 Sal. Invoice AUS1 131.07 No
18/10/1999 13/10 Sal. Invoice HEN3 120.28 No
18/10/1999 14/10/99 Sal. Invoice NDO1 117.50 No
18/10/1999 14/10/99 Sal. Invoice DER1 203.62 No
18/10/1999 14/10/99 Sal. Invoice RYV1 1956.38 No
18/10/1999 18/10 Sal. Invoice ABB1 2265.24 No
18/10/1999 18/10/99 Sal. Invoice HEN1 788.55 No
18/10/1999 25/10 Sal. Invoice ABA1 1086.41 No
18/10/1999 25/10 Sal. Invoice B&R2 52.46 No
18/10/1999 25/10 Sal. Invoice TER1 178.95 No
18/10/1999 25/10 Sal. Invoice HAL1 65.51 No
18/10/1999 25/10 Sal. Invoice HEY1 466.31 No
18/10/1999 25/10 Sal. Invoice SOU5 281.53 No
Don't Show Hidden Transactions
Show Hidden Transactions Only
Save

If you want to show a hidden line you can select to show the hidden transactions from the bottom of the list and then press the space bar on the transaction you want to be made visible again.

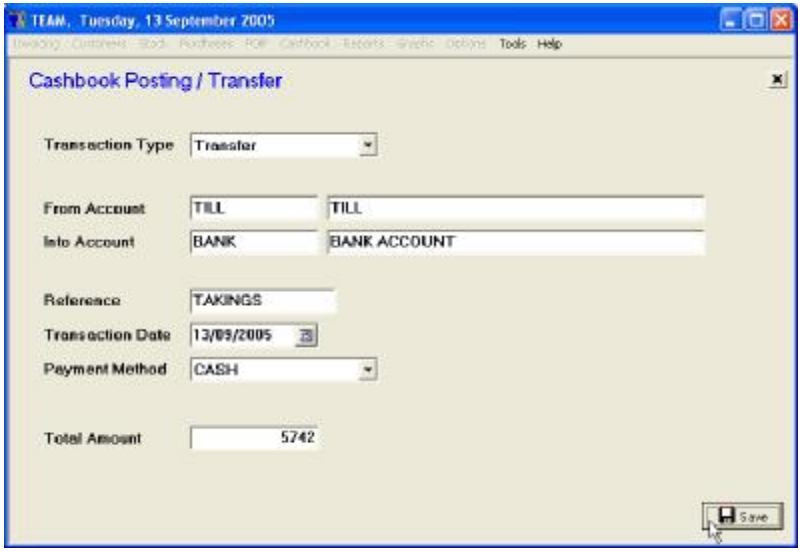
4 TRANSFERS AND POSTINGS

4.01 Transfer between Bank Accounts

When you want to transfer money between your bank accounts you can do this in TEAM cashbook, by selecting “Posting/Transfers” from the cashbook menu.



This function is designed for when you are depositing takings into the bank or paying creditcard balances with the bank account etc. Please Note if these are not recorded in TEAM the reconciliation of the cashbook bank accounts will not tally.



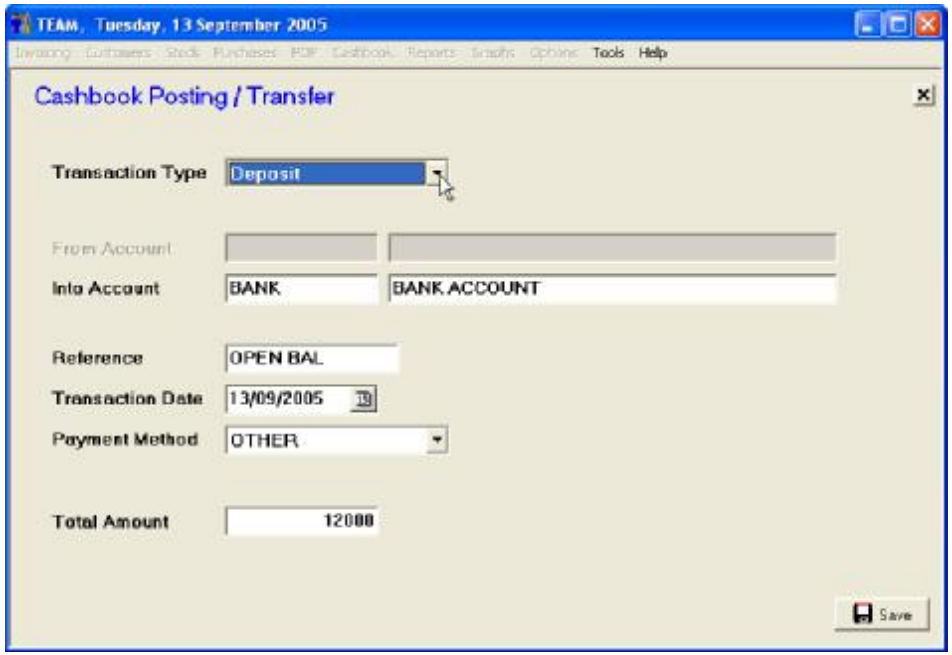
You must select Transfer as the transaction type, and then select the from and to cashbook bank accounts, these can be typed or by pressing F4 as elsewhere in TEAM. You will need to enter a reference for the transfer, the date when the transaction has taken place, the payment type, and the amount being transfered.

Depending on how your statement displays transactions, you may want to post a number of transfers for each payment type.

Once this is completed you will be able to see transactions in cahbook reducing funds in one cashbook account and increasing funds in the other cashbook account.

4.02 Depositing / Withdrawals from Accounts

As well as transferring funds between cashbook bank accounts, it is also possible to make a deposit to an account or a withdrawal from an account.



These transactions are assuming they are being received from or going to an external source respectively and such will automatically create the other side of the transaction in the External cashbook bank account.

4.03 Cash up Procedure

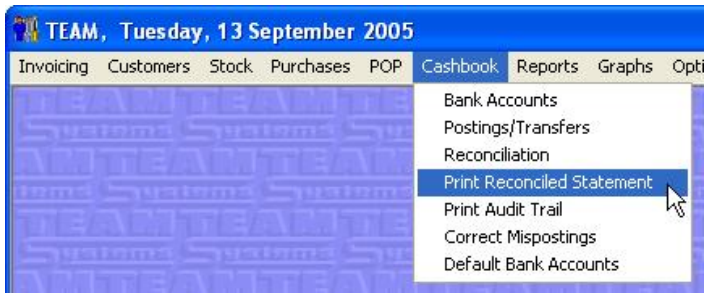
You can use the transfer between accounts as part of your end of day cash up procedure. You can cash up the till as normal, then use the reconciliation of the till cashbook account as a check. You could transfer the takings to the bank account minus a float for the next day, and then reconcile the till account.

This process would prepare the till balance for the next day, and keep the bank account up to date with the deposited takings.

5 OTHER CASHBOOK FUNCTIONS

5.01 Printing Reconciled Statements

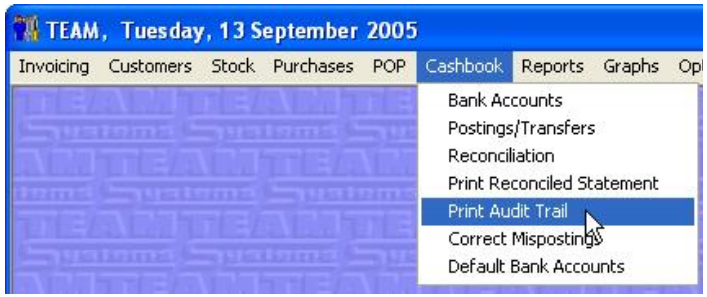
It is possible in the TEAM cashbook module to re-print the previously reconciled statements at any time. This can be selected from the cashbook menu.



Selecting this menu item will ask you to select a bank account, and then will show you the select statement screen, at which point you can select the required reconciled statement and print or just view on the screen.

5.02 Printing an Audit Trail

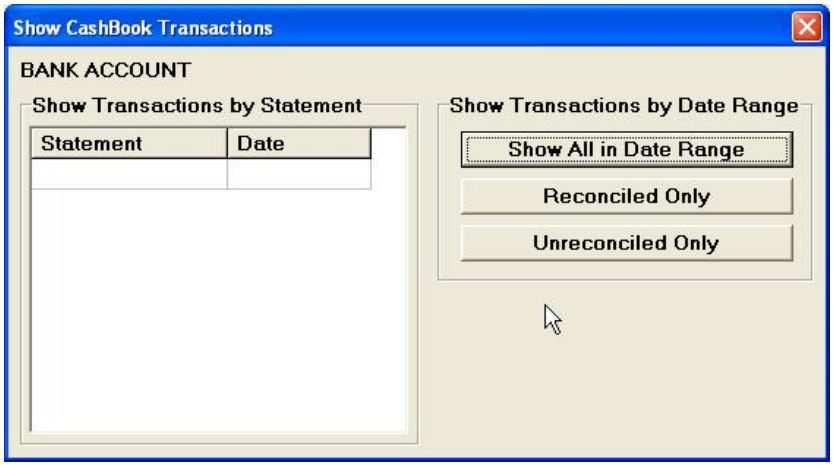
If you just want a list of all cashbook transactions between a date range whether reconciled or not this can be done through the Print Audit trail menu.



A selection screen will request the bank account, a date range, and whether you want to print the reconciled / un-reconciled or both types of transactions.

5.03 Bank Account Audit Drill Down

By selecting a bank account through the Cashbook Bank Account screen you can press F8 to query the select bank accounts transactions.



This drill down will allow you to display a list so you can analyse any transactions connected to this bank account whether they are reconciled or not.

5.04 Security and Passwords

Cashbook when used correctly can show an accurate representation of the businesses bank account. You may want this information to be only available to certain members of staff. This can be done through the TEAM standard password settings. An extra option has been added which will disable Cashbook to anyone without the correct password.

Please contact TEAM Systems helpline for more information or help setting this up.

6 CONTACT / SUPPORT

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